

**Parish Custodian
St Paul the Apostle Catholic Church – Chino Hills
Part-time: 24 hrs./Week \$17.00 – \$18.00 per hour**

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing, and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Founded in 1986, St Paul the Apostle is a community baptized into Jesus Christ, formed by Word and Sacrament, Empowered by the guidance of the Holy Spirit, seek to be the visible sign of God's love.

The following information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

POSITION SUMMARY:

The Custodian position is responsible for maintaining a clean, safe, and welcoming environment within the church's premises. This role involves performing various custodial duties to ensure that all areas of the church: offices, classrooms, parish halls, restrooms, and common areas, are kept in clean condition. The Custodian position will also support the church's various functions by preparing spaces for events and ensuring that all facilities are properly maintained.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Cleans and maintains all buildings of the parish.
- Includes the church, multi-purpose building, parish offices, restrooms and kitchen.
- Dusting, mopping, empty trash containers, vacuuming carpets, clean windows and fixtures.
- Sanitize using electro-static sprayers. Training and PPE provided.
- Perform routine scheduled monthly, semi-annual and annual major janitorial duties.
- Respond to emergency cleaning requests as needed.
- Order and maintain adequate inventory of janitorial supplies.
- Provide set-up of facilities for scheduled events and meetings.
- Report concerns and issues with plumbing, electrical and unsafe conditions.
- End of day security routine locking and securing entire facility including gates.
- Must be able to meet a flexible work schedule. Includes weekends, early a.m. and evenings to 10:00 p.m.
- Strong attention to detail and a commitment to maintaining high standards of cleanliness.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Must be able to pass DOJ and FBI background clearance.
- Minimum high school graduate or G.E.D
- 2 -3 years of custodial experience or equivalent preferred.
- Knowledge of cleaning products and safe usage.
- Ability to use basic cleaning tools and related equipment.
- Must be able to meet a flexible work schedule. Includes weekends, early a.m. and evenings to 10:00 p.m.
- Regular and timely attendance to assigned hours.

- Must have ability to interact professionally with all parish staff, parishioners and visitors coming into the parish.
- Must have ability to work in a multi-cultural environment.
- Reliable, punctual, and trustworthy.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting up to 50 lbs., and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive, forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume and cover letter to:

**St Paul the Apostle Catholic Church
14085 Peyton Dr. Chino Hills, CA 91709
Attention: Manny Perez
Email: mperez@sptacc.org**

The Diocese of San Bernardino is an Equal Opportunity Employer.